

COFFEE MIDDLE SCHOOL FLOW CHART



Classroom Managed
Minor Violations
Non-Referred Recorded

OFFICE Managed
Major Violations
Referral to Office

STEP 1:
*Reteach/Restate/
Model expectations
your CLASSROOM
expectations.

*Document Level 1
Interventions on
SWIS Form

DEFIANCE
*Not following the rules in the
Hallway, Cafeteria, Restroom,
Gym, Media Center, Computer
Lab, Bus, Pick Up, or
Classroom

DISRUPTION
Off Task Behavior:
*Inappropriate voice level
*Making noises
*Playing with objects
*Horseplaying

DISRESPECT
Off Task Behavior
*Out of seat
*Not paying attention
*Sleeping

FAILURE TO COMPLETE WORK
*Not completing assigned work

PHYSICAL CONTACT-MINOR
*Pinching, shoving, intentional
spitting, poking, throwing items

INAPPROPRIATE LANG.
*Name calling, cursing
*Intentional vulgar language
toward others

**INAPPROPRIATE DISPLAY OF
AFFECTION**

ELECTRONIC/TECH. VIOL.
*Using social media
*Searching for and/or looking at
inappropriate sites or pictures
*Playing games/browsing the web
during instructional time
*Cell phone -refusal to turn off and
put away

OTHER
*Dishonesty (lying/cheating)
*Gum/candy/food possession
without permission
*Minor theft (pencils, erasers, etc.)
*Excessive Talking

Major DEFIANCE
*Chronic offenders

Major DISRUPTION
*Chronic offenders

Major DISRESPECT
*Chronic offenders

ABUSIVE LANGUAGE
*Towards staff &/or threats
towards students/staff

HARASSMENT
*Sexual gestures or comments
*bullying
*cyber bullying (cell phone,
social media)

FIGHTING
*taking part in a violent struggle
involving the exchange of
physical blows or the use of
weapons
*Inciting a fight

MAJOR ELECTRONIC VIOL.
*Chronic offenders
*Bullying/Inappropriate content

**PROPERTY
DAMAGE/VANDALISM**

LYING/CHEATING
*Chronic offenders

OTHER MAJOR Offenses

Major Physical Aggression
*biting, kicking, hitting, throwing
objects

Credible Threats
*References weapons or
violence in conversations,
pictures, or writing

*Skipping Class
*ISSP Misbehavior
*Disturbing School
Environment (Extreme)

STEP 1:

Staff member
completes the
iCampus Referral and
SWIS Referral form.

Send the referral form
to the office by a
student (not the
offender)

STEP 2:

The administrator will
call the student to the
office and conference
with him/her

STEP 3:

Administrative Action

STEP 4:

The administrator will
follow up with the
parent and referring
staff member.

STEP 2:

Level 1 Interventions
*Document on SWIS
form.

Make parent contact
and document in
"Contact Log" tab of
I-Campus.

Student completes
Behavior Reflection.

STEP 3:

Complete I-Campus
Referral & turn in
SWIS Referral Form.

DRESS CODE VIOLATIONS

1st offense - documented and
warned by AP
2nd offense - Lunch detention
with ABE module
3rd offense - 1 day ISSP
4th or more offenses -
progressive discipline will apply

*For each offense, students will
change into appropriate dress
code.

3rd **Green** violation becomes
YELLOW

3rd **Yellow** violation becomes
RED

**Report to an administrator
IMMEDIATELY**

*Drug/Alcohol/Tobacco
use/possession
*Major theft - money, cell
phone, etc.
*Weapon use/possession
*Arson
*Extreme property damage
*Combustibles
*Assault/threats to staff
*Schoolwide threat
*Bomb Threat